

CONFIDENTIAL

~~SECRET~~
(When Filled In)

Work Directive Order No. _____
Contract No.
Task Order No.
Date

REGISTERED-RETURN RECEIPT REQUESTED

25X1

Gentlemen:

This Work Directive Order which is issued pursuant to the provisions of Contract No. (10) 10-0000, constitutes authorization and direction for you to perform the work and/or furnish the supplies in the manner prescribed in the attached schedule, numbered and dated the same as this letter. The attached schedule is intended to be complete with respect to work description and technical instructions relative thereto, place and period of performance, completion date, f.o.b. delivery point (if applicable), inspection requirements and any other directions reasonably necessary for your prompt performance of the work authorized.

It is specifically understood that this letter shall not make any increase(s) in either the scope of work or amount of funds obligated or otherwise to modify the terms and conditions of the above contract, any such contract modifications being expressly reserved for bilaterally executed contract amendments.

The work authorized hereunder is estimated to require reimbursement to you of not to exceed \$5,000.00 dollars. Prior to incurring expenses in excess of this amount you are directed to advise the undersigned of the need for increased expenditures and to refrain from incurring expenses in excess of this amount without prior written approval of either the Contracting Officer or his duly authorized representative.

All correspondence relative to this Work Directive Order shall be forwarded to the Contracting Officer's address, below, inner envelope being marked to the attention of the undersigned individual.

Very truly yours,

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Contracting Officer
Address:

Encl: Schedule Attached
Dist: Orig. to Contractor
4 copies to Contracting Officer
1 copy to Technical Representative

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